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ER-4-3319

10 July 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Estimate for Renovation of [] Building
for Use as Interim Records Center

1. With reference to memorandum dated 16 June 1953 from [] to the Acting Deputy Director (Administration) in regard to the use of the [] as an interim Records Center and commenting on the Staff Study of this Office dated 5 June 1953, subject: Additional Space for Records Center, we now find that the renovations necessary to the Cinder Block Building of the [] Warehouse will cost approximately \$3175.00.

2. The renovations include those which have been required by the Security Office pending probable construction of a satisfactory Agency Records Center at the []. The latter proposal will be submitted in the near future for consideration by the Acting Deputy Director (Administration) and the Project Review Committee.

3. The research activity of the Office of Communications is retaining its space on the [] property pending the construction of the Research Laboratory at the [] which has already been approved by the Project Review Committee and is estimated to be available on or about 1 March 1954. Assuming that our proposal for the construction of a Records Center will be favorably considered and approved by the Project Review Committee and the Director, the Records Center should be ready for occupancy on or about 1 June 1954. In the meantime, the total rent for the [] property, based upon a new lease which began on 1 July 1953, is \$22,938.00 per annum. Of this, the land is estimated at about \$7200.00 of which the Cinder Block Building (CIA owned) occupies approximately one-half, or the rent on a per annum basis, therefore, would be approximately \$2266.00.

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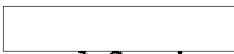
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4. Your approval accordingly is requested to obligate \$3175.00 for renovations and to expend such sums for rent as may be required beyond the period of occupancy by the Office of Communications of not in excess of \$3600.00 per annum for the land on which the proposed interim Records Center is located.

SIGNED


Chief, General Services Office

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APPROVED:

/s/ 
Acting Deputy Director (Administration)

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DATE: 10 July 1953

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- 2 -

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